

**Sisters Youth Coordinator Role
Islamic Society of Allentown (ISA)
Allentown, PA**

ORGANIZATION BACKGROUND

Founded in 2004, the Islamic Society of Allentown (ISA) is a registered 501(c)(3) non-profit organization serving the local Lehigh Valley community through a host of religious and social programs.

VISION + MISSION

Our **vision** is to uplift the local community by fostering a sense of unity that embodies Islamic values and develops well-rounded members of society.

Our **mission** is to educate the Lehigh Valley community about the tenets of Islam by providing educational, religious, social, and economic services to all those in need.

ROLE MISSION STATEMENT

The Sisters Youth Coordinator is responsible for planning, organizing, and overseeing a variety of youth enrichment sessions, events, and programs tailored to young ladies aged 10-18 at ISA. This position is ideal for someone who can mentor the young ladies of our community and develop, organize, and facilitate activities that improve the quality of life for young Muslim sisters within Islamic guidelines. This role directly reports to the Youth Director and works closely with the sister's committee.

JOB RESPONSIBILITIES

Program Development:

Design, plan, and implement a diverse range of classes, workshops, and activities that cater to the spiritual, educational, and social needs of young sisters.
Develop and maintain a calendar of events that includes religious studies, personal development workshops, social gatherings, and community service opportunities.

Event Coordination:

Organize and coordinate events such as youth camps, seminars, and guest speaker sessions.
Collaborate with other departments at ISA and community organizations to ensure successful event execution.

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Community Engagement:

Foster a welcoming and inclusive environment for all participants.
Actively engage with the sisters to understand their needs and interests, incorporating their feedback into program planning.

Outreach/Networking:

Promote programs and events through various channels, including social media, ISA announcements, newsletters, and community outreach.
Develop marketing materials and content to attract and retain participants.

Mentorship and Support:

Oversee and Direct Committees of volunteers and youth leads
Provide mentorship and guidance to young sisters, helping them to grow spiritually, academically, and personally.
Be available to listen to and support the concerns and challenges faced by the sisters.

Administrative Duties:

Manage registration processes for enrichment sessions and events.
Track attendance and evaluate program success, making adjustments as necessary.
Assist in preparing and managing budgets for youth sisters' programs and events.

QUALIFICATIONS:

REQUIRED:

- The age requirement for the role is 21+ Years old
- Previous experience in youth coordination or event planning
- Experience working with the target population
- Excellent communication and interpersonal skills
- Strong organizational and time management skills

PREFERRED BUT NOT REQUIRED:

- A formal educational background in Islamic Studies, Education, Youth Development, or a related field

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- Formal Non-profit management experience
- Proficiency in using social media and other digital platforms for outreach

Additional Information:

- **Hours:** Part-time, up to 20 hours.
- **Salary:** \$17-\$23 Commensurate with experience and qualifications.
- **Application Deadline:** April 28th, 2025

How to Apply:

Interested candidates are invited to submit their resumes, cover letters, and two references to yd@isallentown.org by April 28th, 2025. Please include "Sisters Youth Coordinator Application" in the subject line.

We look forward to welcoming a new member to our team who is committed to empowering and supporting the next generation of sisters in our community.